

&gt;

UNCLASSIFIED  
 ROUTINE  
 R 051649Z AUG 15  
 FM CNO WASHINGTON DC  
 TO NAVADMIN  
 INFO CNO WASHINGTON DC  
 BT  
 UNCLAS

NAVADMIN 182/15

SUBJ/MATERNITY AND CONVALESCENT LEAVE POLICY (CORRECTED COPY)//

MSGID/GENADMIN/CNO WASHINGTON DC/N1/AUG//  
 REF/A/MSG/SECNAV WASHINGTON DC/021900ZJUL15//  
 REF/B/DOC/OPNAV/14JUN07//  
 REF/C/DOC/COMNAVPERSCOM//  
 REF/D/DOC/OPNAV/11JUL11//  
 REF/E/DOC/USD(P&R)/16JUN09//  
 REF/F/DOC/10 U.S.C.//  
 NARR/REF A IS ALNAV 053/15, DEPARTMENT OF THE NAVY MATERNITY AND CONVALESCENT LEAVE POLICY. REF B IS OPNAVINST 6000.1C, NAVY GUIDELINES CONCERNING PREGNANCY AND PARENTHOOD. REF C IS NAVPERS 15560D, NAVAL MILITARY PERSONNEL MANUAL. REF D IS OPNAVINST 6110.1J, PHYSICAL READINESS PROGRAM. REF E IS DODINST 1327.06, LEAVE AND LIBERTY POLICY AND PROCEDURES. REF F IS SECTION 701 OF TITLE 10, U.S. CODE, ENTITLEMENT AND ACCUMULATION.

RMKS/1. This NAVADMIN provides policy and implementation guidance for changes to maternity and convalescent leave announced in reference (a). This NAVADMIN will be followed by updates to references (b) through (d), including the release of a new MILPERSMAN article addressing maternity leave.

2. Effective immediately, commanding officers (COs) shall grant up to 126 days of convalescent leave to a member who has given birth, as requested by the service member. This policy is retroactive for eligible members who gave birth to a child on or after 1 January 2015.

3. The 126 days of convalescent leave includes the 42-day convalescent period currently authorized as maternity leave in reference (e) to be taken immediately following the mothers release from the medical facility after the birth of the child. The additional leave, up to 84 days, does not need to be taken consecutively but must be used within the first year after the child's birth. Each member eligible for this leave shall be permitted to use the entire balance of the leave within the time prescribed.

#### 4. Definitions

a. Maternity Leave. Maternity leave shall be considered the 42-day convalescent leave period (and any extensions driven by medical necessity) beginning after the mothers discharge from the hospital.

b. Additional Maternity Leave (AML). AML shall be considered the period of up to 84 days of convalescent leave after maternity leave.

5. Eligibility. AML eligibility is limited to a birth mother on active duty at the time of delivery who retains custody of her child.

6. AML may be taken in multiple blocks of time within one year of the child's birth. COs shall grant the entire 126 days of leave upon request of

eligible service members. If a member does not elect to take AML in a single block, COs will make every effort to accommodate members requests on timing of AML with members encouraged to create mutually agreeable, individualized leave plans with their chains of command.

7. Additional Policy Guidance and Criteria.

a. To ensure all birth mothers have the equivalent of 12 weeks of AML, AML shall be calculated based on work days. For example, using the standard 42-day maternity leave period, members who normally work 7 days per week will receive 84 working days of AML; those who normally work 5 days per week will receive 60 working days of AML. COs shall ensure that members are granted the appropriate AML based on work schedule.

b. If a second child is born prior to a member using all AML from a previous birth, the amount of maternity leave and AML resets up to 126 days. Maternity leave and AML consist of up to 126 days for single and multiple births (i.e., the birth of twins would not double the leave, etc.).

c. Unused AML will be lost upon separation from active duty.

d. Reserve service members who give birth while on definite active duty recall or mobilization orders will be extended on active duty at their request for the purposes of taking maternity leave or AML.

e. Maternity leave and AML cannot be taken during a permanent change of station. Maternity leave and AML shall be taken before out-processing from the old command or after in-processing to the new command.

f. For the purpose of the Physical Readiness Program, the intent of reference (d), paragraph 6a(3) of enclosure (1), remains unchanged. Pregnancy status is defined from the time pregnancy is confirmed by a military health care provider (HCP) or civilian HCP in cases of inaccessibility to an MTF, until the end of the six month period following maternity leave (postpartum) as defined in paragraph 4a above.

8. Leave Accrual and Carry-over. Members may not always be able to take all available leave. Exceptions to the 60-day maximum accrual of annual leave per references (c) and (e) will not be granted because AML-use precluded full use of annual leave. Annual leave in excess of 60 days will be lost on 1 October 2015, unless subject to special leave accrual. To prevent loss of annual leave, members are encouraged to request annual leave in excess of 60 days prior to using AML, and COs shall make every effort to accommodate use of this leave at the members request.

9. Tracking of Maternity Leave and AML. A systems change request for the Navy Standard Integrated Personnel System (NSIPS) has been submitted to add an option for maternity leave, which will be charged as convalescent leave. This system change is expected to be complete in December 2015.

a. Prior to the system change, members shall request maternity leave and AML as convalescent leave in NSIPS and commands will be required to manually track maternity leave and AML to ensure 126 days is not exceeded.

b. Once the maternity leave option is available in NSIPS, members will request the maternity leave type for both maternity leave and AML. A maternity leave type will also be added to the e-Leave Type Report in NSIPS. Command Leave Administrators shall run the report regularly to ensure the 126 days of maternity leave and AML is not exceeded.

c. Commands not on e-Leave within NSIPS will manually track maternity leave and AML until the command goes live on e-Leave and system change request is completed.

10. Point of contact for this matter is LT Amy Younger, N130C2, at (703) 604-5477/DSN 664 or via e-mail at NXAG\_N130C@NAVY.MIL.

11. Released by Vice Admiral W. F. Moran, N1.//

BT  
#0001  
NNNN  
UNCLASSIFIED//